UNIVERSITY OF WISCONSIN-MADISON
FACILITIES USE GUIDELINES

SUBJECT: Alcohol Service or Sale Permit Decision Tree

POLICY OF: Vice Chancellor for Legal and Executive Affairs

DATE: Revised June 1, 2003

In order to facilitate understanding of when permits are required for service and sale of alcohol on the University of Wisconsin-Madison campus or at university events held off campus, the following decision tree has been developed for use in making a determination if a particular event requires an alcohol permit. [MSNewby 9/01]

FOR EVENTS ON CAMPUS OR AT FACILITIES UNDER UNIVERSITY CONTROL:

1. Will there be alcohol served at an organized function on the UW-Madison campus? If no, stop here. If yes, go on to question 2.

2. Will the service involve a sale of alcohol? ["Sale" includes both the purchase of alcohol beverages by the drink and where the cost of the alcohol beverages is included in a cost paid to attend the event.] If no, go on to question 3. If yes, go on to question 4.

3. Where there is only service but no sale of alcohol, as defined above, has an ALCOHOL BEVERAGE SERVICE PERMIT been secured and approved by an "Authorized University Official" as that term is defined in the university’s alcohol policy? If yes, stop here, you have all the authorization that you need to serve alcohol. If no, you must secure an ALCOHOL BEVERAGE SERVICE PERMIT, approved by an “Authorized University Official.” A copy of the APPLICATION FOR ALCOHOL BEVERAGE SERVICE PERMIT is attached. A copy can also be found at www.wisc.edu/legal/legalservices/alcoholgeneralpermit.pdf.

4. Where there will be a sale of alcohol, is the sale a service of the Wisconsin Union or the Division of University Housing, or a service of University Hospitals and Clinics or the University Club within their respective facilities? If yes, stop here, these entities already have the authority to sell alcohol beverages on campus as indicated. If no, go on to question 5.

5. Is the sale pursuant to an ALCOHOL BEVERAGE SALES PERMIT already issued and in place for a DESIGNATED INTERCOLLEGIATE ATHLETICS VENUE (e.g., University Ridge Golf Course, Kohl Center Function Rooms for private receptions)? If yes, stop here, no further authorization for sales of alcohol beverages is needed. If no, go on to question 6.

6. Will the sale of alcohol at the function be handled by a university entity other than the Union or Housing covered by number 4 above? If yes, an appropriate ALCOHOL BEVERAGE SALES PERMIT must be applied for and secured. A copy of the APPLICATION FOR ALCOHOL BEVERAGE SALES PERMIT is
attached. A copy can also be found at www.wisc.edu/legal/legalservices/alcoholsalepermit.pdf. The Vice Chancellor for Administration is the person responsible for handling these applications. If no, go on to question 7.

7. If the sale will be handled by a non-university entity, is the entity that will handle alcohol beverage sales at the function, a “concession operator under a long term concessions agreement with the university?” If no, stop here, a permit cannot be secured. The university’s policy does not permit sales by entities that are not part of the university or a concession operator under a long-term agreement with the university. If yes, an ALCOHOL BEVERAGE SALES PERMIT must be applied for and secured. A copy of the application for ALCOHOL BEVERAGE SALES PERMIT is attached. A copy can also be found at www.wisc.edu/legal/legalservices/alcoholsalepermit.pdf. The Vice Chancellor for Administration is the person responsible for handling these applications.

FOR EVENTS ORGANIZED OR SPONSORED BY UNIVERSITY UNITS OFF CAMPUS:

1. Where alcohol will be served but not sold, and the event will not be held at a hotel, restaurant or other venue that has a state liquor license, step 3. above is applicable.

2. Where alcohol will be served or sold, and the event will be held at a hotel, restaurant or other venue that has a state liquor license, no further permit is required. Please note that this includes events at the Fluno Center handled by its food and beverage contractor.

3. In other situations where alcohol will be sold, steps 4 – 7 above are applicable.
UNIVERSITY OF WISCONSIN-MADISON
APPLICATION FOR ALCOHOL BEVERAGE SALES PERMIT

Date of event: __________________________ Date of application: ________________________

Time alcohol beverage sales will begin: __________________ and end: ______________________

Location at which alcohol may be sold: ________________________________________________

Sponsor (department or registered student organization): ________________________________

Vendor*: ___________________________________________ ______________________________

Function name/description: __________________________________________________________

Number of persons expected to attend: ___________ Number under age 21: ________________

Alcohol beverage(s) to be sold: ______________________________________________________

Responsible university employee**: __________________________________________________

Print Name

Campus Address Phone

If this Permit is granted, I agree to ensure that (1) a duly-designated, responsible representative
is present at all times during which alcohol beverages are sold or consumed at this event; (2)
non-alcohol beverages are available; (3) any conditions attached to this permit are observed;
and (4) underage or intoxicated persons are not allowed to consume alcohol beverages and (5)
a copy of the approved application is available at this event.

________________________________________
Signature of Responsible Employee**

*The Vendor must be a unit of the university or a concession operator under a long-term
concession agreement with the university.

** “Responsible University Employee” means a person with a faculty, academic or classified
staff appointment, or a project or teaching assistant; the term does not include student hourly
employees or LTEs, except those employed and supervised by the Wisconsin Union or
University Housing.

PERMIT APPROVAL

Pursuant to sec. UWS 18.06(13), Wis. Adm. Code, and UW-Madison Specific Alcohol Beverage
Regulation C, alcohol beverages are hereby permitted to be sold subject to the conditions
stated above and, if this box [ ] is checked, the conditions which are attached.

_________________________ ________________________
Date Chancellor (or designee)

Applicant receives original of signed permit; official retains a copy.
UNIVERSITY OF WISCONSIN-MADISON
APPLICATION FOR ALCOHOL BEVERAGE SERVICE PERMIT

Date of event: _________________________ Date of application: ______________________

Time alcohol beverage service will begin _______________ and end: _______________

Location at which alcohol will be served: _____________________________________

Sponsor (department or registered student organization): ________________________

Function name/description: _________________________________________________

Number of persons expected to attend: ___________ Number under age 21: __________

Alcohol beverage(s) to be served: ___________________________________________

Non-alcohol beverages to be served: __________________________________________

Food to be served: _________________________________________________________

Responsible University Employee*: __________________________________________

Print Name

Campus Address Phone

If this Permit is granted, I agree (1) to be present at all times during which alcohol beverages are served or consumed at this event; (2) that non-alcohol beverages will be available; (3) that any conditions attached to this permit are observed; (4) that underage or intoxicated persons will not be allowed to consume alcohol beverages; and (5) to have a copy of the approved application available at this event.

________________________________________________
Signature of Responsible Employee*

**“Responsible University Employee” means a person with a faculty, academic or classified staff appointment, or a project or teaching assistant; the term does not include student hourly employees, except those employed and supervised by the Wisconsin Union or University Housing.

PERMIT APPROVAL

Pursuant to sec. UWS 18.06 (13), Wis. Adm. Code, and UW-Madison Specific Alcohol Beverage Regulation B, alcohol beverages are hereby permitted subject to the conditions stated above and, if this box [ ] is checked, the conditions which are attached. This permit does NOT allow sale of alcohol beverages.

_________________________________________ Authorized University Official (or designee)

Applicant receives original of signed permit/official retains a copy

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